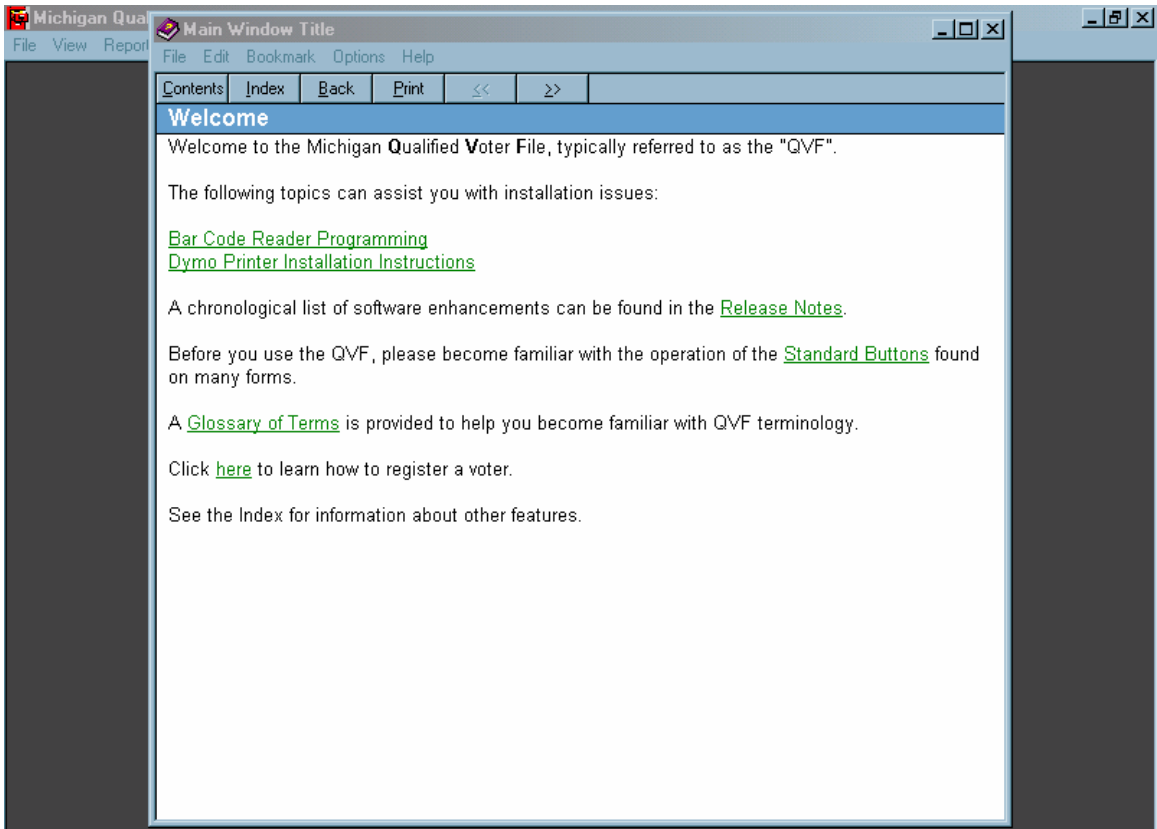


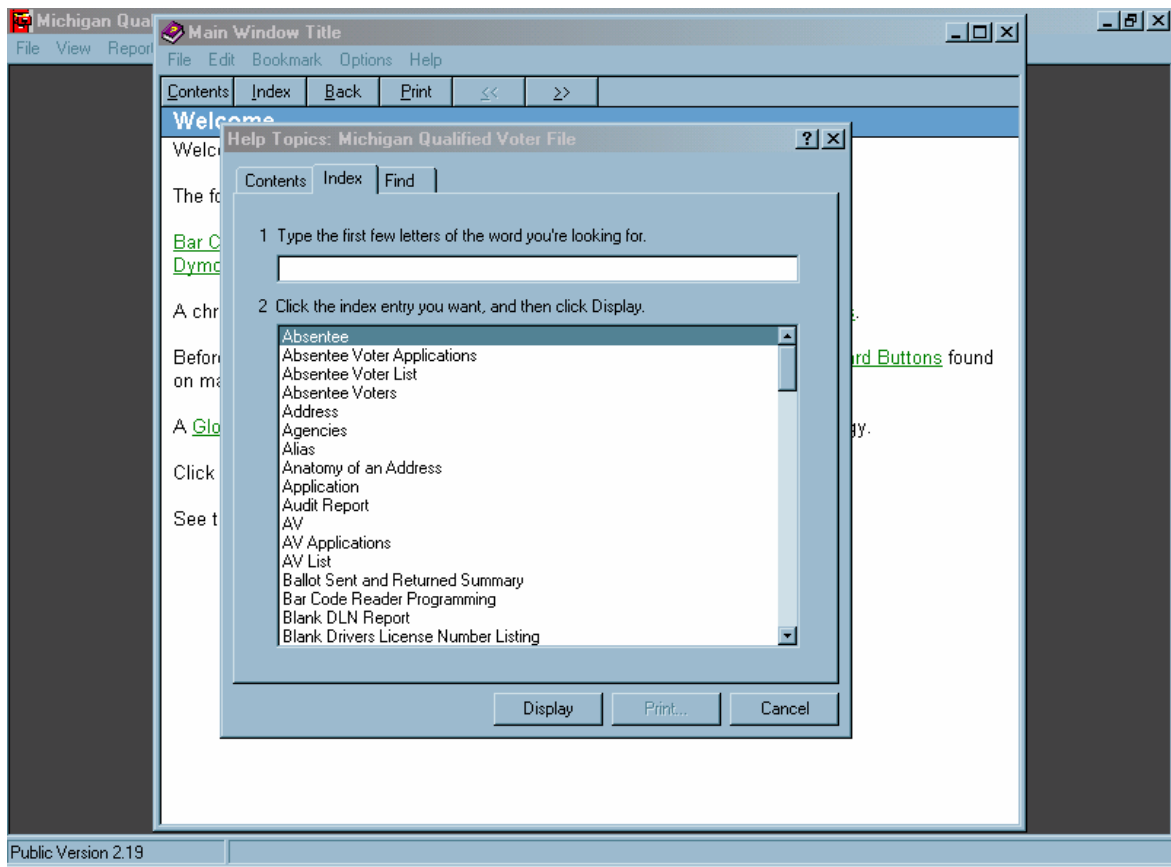
Chapter 12 - Help

Contents



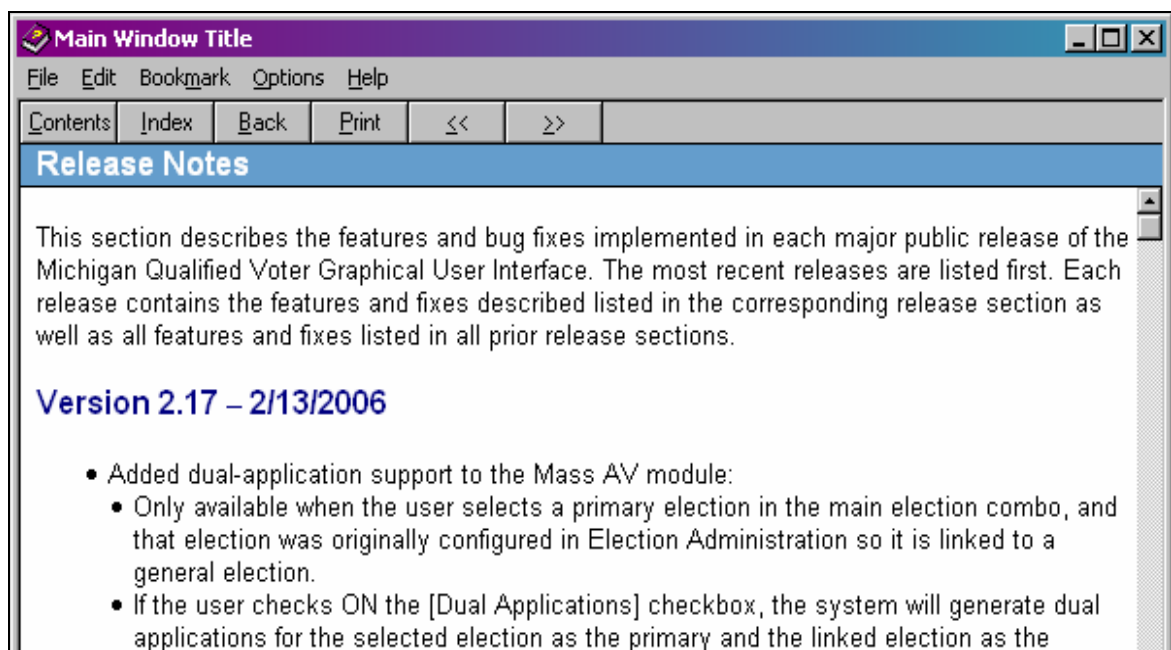
This is the master help function in the QVF.

Action	Result
From <i>Help</i> in the menu bar select <i>Contents</i> .	The <i>Welcome</i> screen is displayed.
There are four ways to access information in the Help Module.	
Links to specific topics appear in green print on the <i>Welcome</i> screen. For instance, to see a glossary of common QVF terms click on <u>Glossary of Terms</u> .	The <i>Glossary of Terms</i> screen appears.
Click on the [Back] or [<<] button at the top of the <i>Glossary of Terms</i> screen to return to the <i>Welcome</i> screen.	You are returned to the <i>Welcome</i> screen. (You may have to click the [<<] button several times to get back to the <i>Welcome</i> screen.)
You can also perform three different subject searches by clicking on either the [Contents] or [Index] buttons at the top of the <i>Help</i> screen.	The <i>Help Topics</i> screen is displayed. The <i>Help Topics</i> screen will organize information differently in each of three tabs.



Action	Result
If the Table of Contents is not displayed click on the Contents tab.	You see the master Table of Contents for the QVF Help Module.
Most subjects in the Table of Contents are organized as subchapters of books. These books can be opened by double clicking on the book, or you can highlight a subject and click on the [Open] button.	The book opens and a list of topics is displayed.
To read about a topic either double click on a topic or highlight a topic and click on the [Display] button.	You are returned to the Help screen with the full information on the topic chosen displayed.
You can print this information by clicking on the [Print] button at the top of the Help screen.	The Windows Print screen appears.
If you want to do a topic search click on the Index tab.	The index is displayed with a search field for topic entry.
Enter the first few letters of the topic for which you want to search.	The grid in the middle of the screen will display entries in the index that match your search criteria.

Action	Result
Either double click on a topic or highlight and click on the [Display] button.	You are returned to the Help screen with the full information on the topic chosen displayed.
If you want to perform a key word search for a topic click on the Find tab.	The Find screen is displayed. (The first time you use the find function, it will have to be set up; simply click on the [Next] button of the Find Setup Wizard that appears automatically.)
Type in a key word in the 1 st field.	Search refinement possibilities appear in the 2 nd field with possible matches appearing in the 3 rd field.
Double click on a topic in the list at the bottom of the screen or highlight one and click on the [Display] button.	You are returned to the Help screen with the full information on the topic chosen displayed.

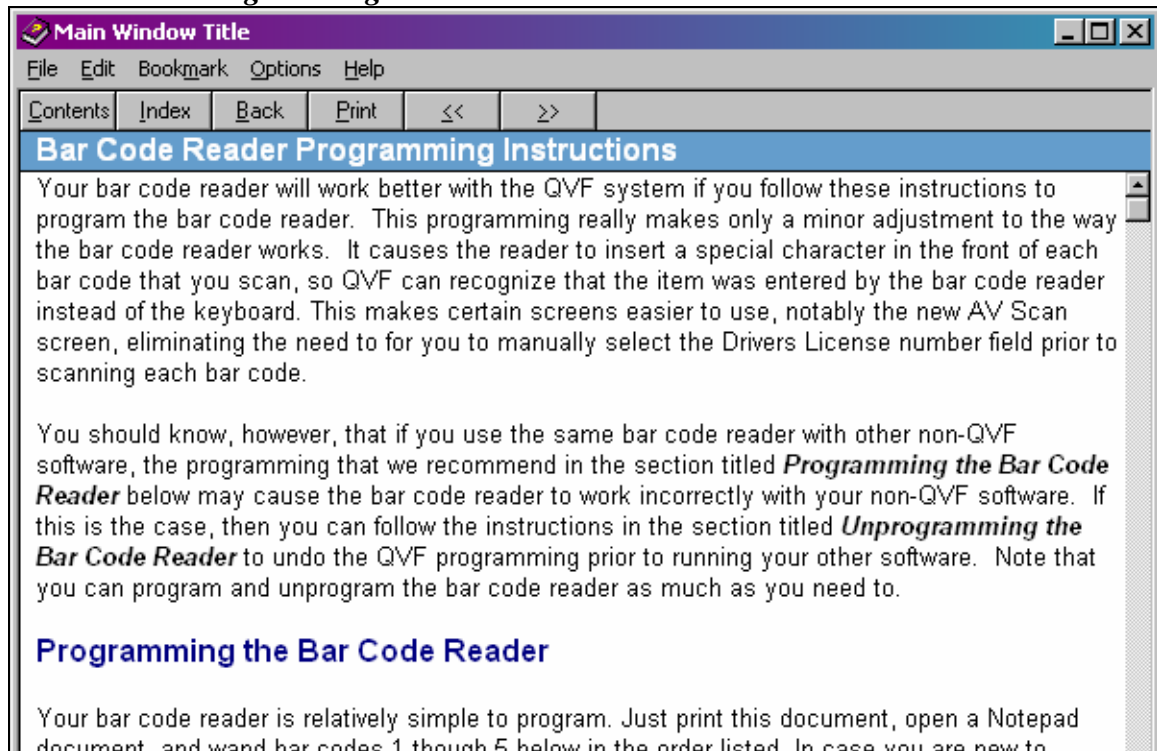


Release Notes tell you what changes have occurred in the software from version to version. After each new version of the software is released, the **Release Notes** are updated.

Action	Result
From the Help menu click on Release Notes .	The Release Notes are written as a MS Word document. So if you have Word, Word will start and the Release Notes will be displayed. If you do not have Word, the Release Notes will be displayed in WordPad.

Action	Result
Information on the most recent software update will be at the top of the document. You can scroll down to see information on earlier software releases.	
To print the Release Notes , click on the [Print] button at the top of the screen.	The complete Release Notes document will start printing immediately.
If you want to just print the most recent additions to the Release Notes, go to File in the menu bar then click on Print .	The Print screen is displayed.
Choose in <u>Page range</u> either <u>All</u> or enter the <u>Pages</u> you want to print. Enter the <u>Number of copies</u> if you want more than one. Then click on the [OK] button.	The selected pages of the Release Notes starts printing.
Use the [X] button or click on File and Exit to close the Release Notes.	You are returned to the QVF Main Desktop .

Bar Code Reader Programming Instructions

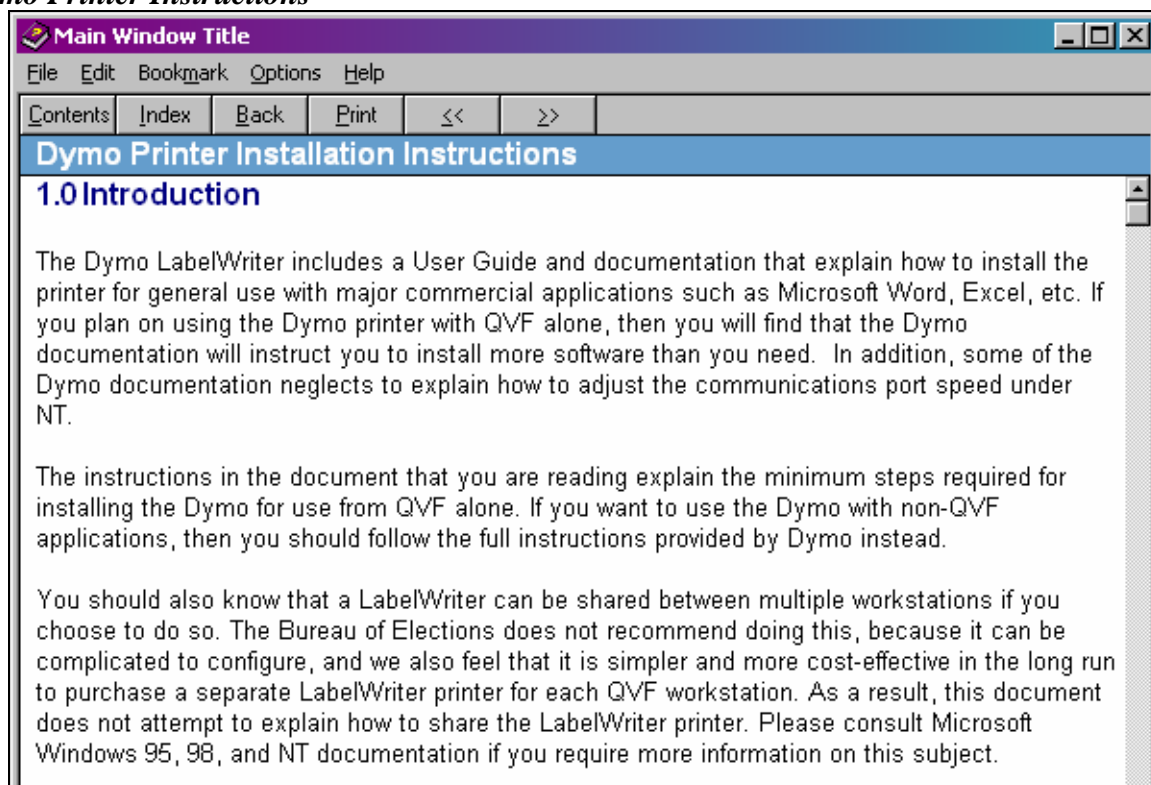


Various screens in the QVF allow you to scan bar coded voter ID numbers into the system. To make this function work, the cursor needs to be in the proper field. You can program the bar code reader to enter a warning character at the beginning of each bar code scanned. This automatically enters the voter ID number in the correct field regardless of where the cursor is on the screen.

Action	Result
--------	--------

From the Help menu click on Barcode Reader Programming Instructions .	The programming instructions are written as an MS Word document, so either Word or WordPad will launch, then display Programming Your Bar Code Reader To Work Better With QVF .
Click on the [Print] button.	The instructions will start printing.
Click on the [X] button, or go to File and Exit .	You are returned to the QVF Main Desktop .

Dymo Printer Instructions



The Dymo Single Label printer is an optional piece of equipment that can be added to the QVF system for the purpose of printing single mailing labels. Using these instructions for hooking up and installing the software is preferable to using the instructions that come with the printer.

Action	Result
From the Help menu click on Dymo Printer Instructions .	The printer instructions are written as an MS Word document, so either Word or WordPad will launch, then display QVF Dymo Printer Instructions .
Click on the [Print] button.	The instructions will start printing.
Click on the [X] button, or go to File and Exit .	You are returned to the QVF Main Desktop .

Action	Result
After you have used the instructions to install your single label printer, you need to reset your <i>Options</i> to make the Dymo your default printer for single mailing labels.	
From <i>File</i> in the menu bar select <i>Options</i> .	The <i>QVF Options</i> screen is displayed.
From the drop down list in the <u>Designated single-label printer</u> field choose <u>Dymo Label/Writer</u> .	
Click on the [OK] button.	Your option is saved and you are returned to the QVF Main Desktop .